

**PUBLIC RECORD ACCESS REQUEST
OKLAHOMA OPEN RECORDS ACT**

To: Shawnee Independent School District No. I-093
Shawnee, Oklahoma

1. Pursuant to the Oklahoma Open Records Act, the undersigned hereby requests access to the following school district records:

(Describe records as specifically as possible; attach additional sheets if necessary.)

2. The undersigned requests access to the foregoing records for the following purpose:

3. If copies of the documents are requested, the undersigned agrees to pay \$.25 per page for copies. If a search is necessary to furnish the documents and if this request is solely for commercial purposes or causes excessive disruption of essential school functions, the undersigned agrees to pay a search fee of \$25.00 per hour.

4. The undersigned is acting as representative or agent for _____.

(Name)

(Address)

(Telephone Number)

(Date)

Received by Shawnee Independent School District No. I-093
on _____, _____

Record Request No. _____.